

VEHICLE LIENS

Policy

In order to deter the crime of Hunting with the aid of artificial Light and to secure the title necessary for the sale or use of forfeited vehicles the following policy is established.

It is the policy of the Department to pay liens on all vehicles forfeited or otherwise awarded to this department by and through the District Court, or District Attorney. No lien will be paid until an order issued by the District Court has been received.

These liens must be paid in order for the Department to secure the vehicle title. A valid title will allow the Department to sell the vehicle at public auction.

**EXCEPTION:** In certain cases the amount of the lien will warrant that the vehicle be used by the Department in order to offset the lien amount. In those cases the vehicle will be registered for use and will be sold at auction upon reaching the necessary mileage as for other Department vehicles.

An inventory of all seized vehicles will be maintained by the Assistant Chief of Law Enforcement.

PROCEDURE:

Upon receipt of the appropriate court order the Assistant Chief of Law Enforcement will verify the vehicle lien amount.

The Assistant Chief of Law Enforcement will prepare a memorandum to the Chief of Administrative Services stating the amount of the lien and requesting a voucher for that. The end of the document is already being displayed.

amount.

The memorandum should have attached to it a filed copy of the court order indicating the vehicle has been awarded to the Department.

The Chief of Administrative Services or his/her designee will send a W-9 form to the lien holder to have them placed on the vendor list.

Upon verification of placement on the vendor list the Administrative Services Division will have a voucher prepared and sent to the lien holder.

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Upon payment of the lien the Assistant Chief of Law Enforcement will secure a vehicle title in the name of the Department. The title will be provided to Administrative Services Division.

Administrative Services will prepare the vehicle for auction or register the vehicle for Department use.